

**FRUITPORT COMMUNITY SCHOOLS
NOTICE OF INTENT TO EMPLOY**

LOCATION: Fruitport High School

POSITION: Clerical

Hours: M - F; 8 Hours Daily (6:45 am -3:15 p.m. 40 Hours/week)

Annual Calendar: two weeks prior to teacher report date; two weeks after school lets out

EXPERIENCE REQUIRED:

- Prefer candidate who has school-based clerical experience.

QUALIFICATIONS:

- Proven ability to multi-task and maintain calm and professional composure under pressure.
- Be proficient in the use of Google Drive and all its applications, as well as other processing programs.
- Knowledge of or capable of learning the following student data-base programs –PowerSchool, MICR, MARS (SRSD information), and SIRS online program.
- Excellent keyboarding, data entry and proofreading skills with a minimum of 60 wpm.
- Maintain accurate records whether related to athletics, student celebrations, field trips, etc.
- Understanding and ability to uphold confidential information per board policy and State school code.
- Strong interpersonal skills in dealing with all types of adolescent and adult behavior.
- Meet the public in a positive manner, have excellent telephone skills and the ability to direct callers and messages.
- Maintain appropriate and timely communication with students, staff and parents.
- Excellent office and time management skills. Must be self-directed.
- Willing and able to learn new programs that will aid in office and program efficiency.
- Organized and able to multitask a number of projects at the same time.
- Ability to set and meet timelines and work in a timely and efficient fashion.
- Ability to work as a cooperative member of the office and building team.
- Other responsibilities as required or necessary.

Internal candidates interested in applying for this position may do so by sending a letter of interest to Principal Lauren Chesney 3255 E. Pontaluna Rd. Fruitport, MI 49415.

External candidates may apply online by clicking on the Employment link under the Department tab on our district website at www.fruitportschools.net

DATE OF POSTING: July 1, 2024

DATE POSTING ENDS: July 15, 2024

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001

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